



WELCOME FROM THE CEO DAVID MEADES



Thank you for taking the time to read about our Trust. We are passionate about the teaching, learning and the experience, health and welfare of all pupils.

By working hard for each other, we share our vision and values to inspire and motivate all children and staff to reach their full potential, whatever role they play.

We are a modern, forward looking team keen to implement new ways of working, partnering with a HR professional to drive and contribute to our culture.

Our schools are dynamic and held in high regard within the local community. The staff working within the Trust provide exceptional education while delivering positive experiences and an environment which nurtures, supports and offers stability for the children and their families.

This is an exciting time to join Samphire Star Education Trust, we have a growing reputation for excellence and the role of HR manager will be integral to our future growth as a trust. We will incorporate your experience and knowledge of HR into our long term People Strategy and with your strategic direction of the department, ensure that Samphire Star Education Trust continues to be an exceptional place for every staff member to work, develop and grow. You will work closely with the executive leadership team to ensure our strategic goals are met and the HR department delivers the an efficient, professional and helpful service to our schools.



Mr D Meades

CEO

VACANCY DETAILS

Post Advertised	HR Manager
Salary	KR11 (£41,216 - £47,119) Dependent on Experience and Qualifications
Contract	Permanent Full time – 37 Hours per Week All Year Round
Start Date	ASAP

Reporting to: Chief Operating Officer

Provide Partnering to: Executive leadership team

Description

Working as part of the Academy Trust's centralised team, to ensure the Trust comply with Employment Legislation and to deliver a robust, consistent HR function across the academies within the Trust.

To co-ordinate:

- Continuous development of HR services and processes,
- Continued development HR practices and objectives that will generate a culture of empowerment, quality and productivity to effectively support the organisation in its aims.

Main Duties

- To lead and manage the efficient and effective operational provision of the HR service to academies within the Trust
- Working strategically alongside the CEO and COO, to assist in driving the alignment between HR strategy and business objectives across the Trust
- To provide professional HR consultancy support and advice to the Senior Leadership Teams, Managers and Administrators
- To provide line management support to HR employees within the Trust, including the provision of guidance and training on all HR related matters
- To act as the Trusts Data Protection Officer

Strategic Development

- To propose potential strategies to enhance employee engagement
- To inform and uphold Trust strategies in supporting the mental health and wellbeing of staff

Recruitment Processes

- To oversee the provision of high-quality and consistent end-to-end recruitment processes across the Trust, ensuring adherence to Safer Recruitment guidelines and relevant employment legislation
- To undertake HR record audits, advise on improvements and ensure accurate and up-to-date records are maintained, e.g, Single Central Record, Bromcom.
- In relation to HR records, to oversee and ensure accurate returns are submitted in a timely manner, such as School Workforce Census, and ensure legislative compliance.

Process Management

- To continuously monitor and review Trust HR Policies and Procedures, ensuring legislative compliance is maintained, personnel are fully informed of and action any relevant changes
- To oversee staff absence and attendance in line with Trust policies
- The administration of case documentation pertaining to HR related Trust Panel Hearings and Appeals and to attend meetings to provide advice to presenting officers and the Trust Board where required
- To support change management processes, including TUPE Staff Welfare and Wellbeing
- To ensure HR related staff training is maintained and recorded, e.g, Safeguarding, First Aid, Child Protection, PREVENT, Health and Safety

Appraisal, Training and Development

- To work alongside the Leadership Team on appraisal process, training and development
- To ensure timely, efficient and effective induction and probation processes

Data Protection

- Inform and advise employees of their obligations under data protection law
- Monitor compliance of the organization in relation to data protection
- Act as a contact point for requests from individuals regarding the processing of their personal data and the exercise of their rights
- Co-operate with Data Protection Assistant's at each school and act as a contact point on issues relating to processing.

Other Duties

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies
- To work in compliance with the Codes of Conduct, Regulations and policies of the Trust and its commitment to equal opportunities
- To undertake training and personal development as and when identified by Line Manager
- To undertake any other duties as deemed appropriate

Person Specification

Attributes tested by Application, Interview, Task and References Qualifications and Experience	Essential E Desirable D
Experience of working within a Multi Academy Trust or Academy	D
Proven extensive knowledge and experience in HR processes	E
Experience of using a range of applications within Office 365 including Word, Excel, Outlook, PowerPoint and Teams	E
Ability to work effectively to and with a range of stakeholders	E
Excellent standard of spoken and written English including accuracy and presentation	E
Good interpersonal skills and confident communicator	E
Educated to Level 5 CIPD or an equivalent professional qualification or other discipline that aligns with job role	E
Educated to Level 7 CIPD or an equivalent professional qualification or other discipline that aligns with job role	D
Minimum GCSE Maths & English Grades A*-C or equivalent.	E
Mental Health First Aid qualifications	D

Attributes tested by Application, Interview, Task and References Skills and Abilities	Essential E Desirable D
Strong listener and able to communicate in a clear and concise manner both on the telephone, in writing and face to face and effectively convey information at an appropriate level.	E
Ability to develop and maintain effective working relationships with a wide range of people.	E
Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.	E
Demonstrates a flexible approach to work to enable effective delivery of service.	E
Highest level of accuracy and attention to detail	E

Other Attributes	Essential E Desirable D
Proactive, flexible and adaptable.	E
Prepared to challenge non-compliance.	E
Discretion, tact and exemplary levels of confidentiality and integrity.	E
Good time management and the ability to prioritise workload.	E
Able to work under pressure and to deadlines and deliver excellent attention and produce accurate results.	E
Evidence of successful team working.	E
Calm in a crisis to bring about resolution.	E
Ability to adapt to changes in the workplace.	E
Understanding and commitment to the safeguarding of children.	E
Commitment to the Trust's ethos and aims.	E
A commitment to safeguarding and promoting welfare for all	E

Link to Application Form: [Trust HR Manager Application Form](#)

Link to Equal Opportunities Questionnaire: [Equal Opportunity – Recruitment](#)

Data Protection Statement

The information provided by you in your application form, together with that obtained from other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If your application is successful, the information will be used in the administration of your appointment and work with the trust. We may also use the information if there is a complaint or legal challenge relevant to the recruitment process.

We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By applying, we will assume that you agree to the processing of sensitive personal data (as described above).

Privacy Notices: [Key Information - The Dover Federation for the Arts Multi Academy Trust \(dfamat.com\)](#)